

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF RETURNED CHECK FOR INSUFFICIENT FUNDS

Dear [Recipient Name],

This letter is to inform you that your check number [Check Number], dated [Date on Check], in the amount of \$[Amount] has been returned by your bank unpaid due to insufficient funds.

As a result, your account remains unpaid in the amount of \$[Amount]. In addition, a returned check fee of \$[Fee Amount] has been applied to your balance, bringing the total amount due to \$[Total Amount].

Please provide payment for the total amount within [Number] days of the date of this letter. We request that this payment be made via cash, money order, or certified check to ensure immediate processing.

Please remit payment to the following address:

[Payment Address]

If you have already sent a replacement payment, please disregard this notice. If you have any questions, you may contact us at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]